

120 - PUBLIC LIBRARY

Operational Summary

Mission:

To enhance the quality of life for County residents by offering access to information and other resources for leisure opportunities, learning, business and community interaction.

Strategic Goals:

- Provide opportunities for the population to meet their learning and leisure needs through a variety of media and delivery systems.
- Promote and facilitate community interaction in learning, cultural and recreational activities.

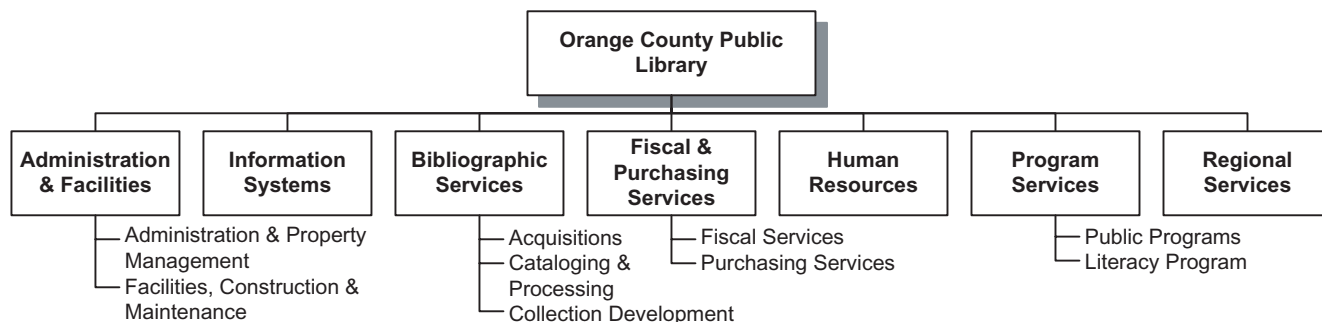
Key Outcome Indicators:

Performance Measure	2005 Business Plan	2006 Business Plan	How are we doing?
	Results	Target	
CUSTOMER SATISFACTION AND UTILIZATION OF LIBRARY SERVICES What: Measures use of library products and services. Measures use of technology Why: Quantifies delivered service Identifies ROI in technology	7,052,233 items borrowed (+2%); 163,800 children attended programs (+5%); 525,000 hours of internet access provided(+11%); 996,000 remote website connections (+20%)	7,193,278 items borrowed(+2%); 168,714 children attend programs (+3%); 550,000 hours of internet access provided (+5%); 1,095,800 remote website connections (+10%)	Items borrowed and children attended programs are increasing. Public response for use of new information technology is exceeding our projections.
PROGRESS IN CONSTRUCTING LIBRARY FACILITIES ON SCHEDULE AND WITHIN BUDGET What: Measures our ability to complete construction plans providing facilities for library activity Why: Growing population requires increased library infrastructure	Conducted bid re-design and re-bid of Wheeler Ranch	Construct Wheeler Branch	Wheeler Branch will open in mid 2007.

FY 2005-06 Key Project Accomplishments:

- 7,052,233 items borrowed, a 2% increase; 163,800 children attended programs, a 5% increase; 525,000 hours of internet access provided to the public, an 11% increase; 996,000 remote website connections, a 20% increase

Organizational Summary



Administration & Facilities - Manages maintenance and construction of all library facilities, real estate functions, overall administrative coordination, delivery service, warehouse operations, and support for the Library Advisory Board.

Information Systems - Provides support, planning and management of all library computer systems including internal operations network, interfaces with other County systems, circulation and other internal mainframe functions, patron access catalog and remote access databases, public and staff internet access, and library web site.

Bibliographic Services - Manages evaluation and selection of books, databases, periodicals and all other library materials, orders and receives all new materials, catalogs and processes new materials for use in libraries and repairs damaged materials.

Fiscal & Purchasing Svcs - Manages the overall financial operations of the Library, including the budget, purchasing, developer agreement management, operational allocation process, payroll and accounts payable.

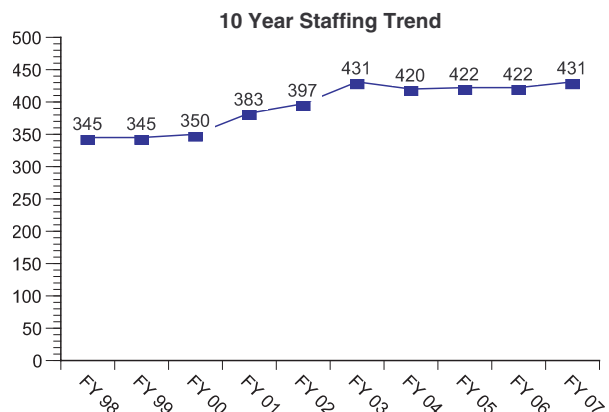
Human Resources - Manages all personnel and HR functions including recruitments, Performance Incentive Program coordination, staff training, disciplinary actions and departmental Labor Management Committee.

Program Services - Provides coordination of Childrens' Services program systemwide, public relations, Orangewood Childrens' Home Library, Adult Literacy program and Adult Services planning.

Regional Services - Manages operations of 29 branch libraries, public services provided in libraries, and coordination of construction/renovation projects.

County Librarian - Provides overall management of department and serves as staff to Library Advisory Board.

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

- Staffing generally decreased until FY 97-98 because of the loss of funds due to the ERAF shift. Staffing has expanded starting in FY 97-98 with the addition of more days per week of public service at all branch libraries, with the assumption of the decentralized functions of Human Resources, Purchasing, Facilities maintenance and construction and the addition of new libraries in Aliso Viejo, Costa Mesa, Laguna Hills, Foothill Ranch and Ladera Ranch which opened in September 2003. A net reduction of 10 positions in FY 2003-04 from the Final Budget in FY 2002-03 was used to help

offset a reduction in State Public Library Fund revenue. Eight positions were added to provide for additional service hours at branches, mid-year FY 05-06.

Changes Included in the Base Budget:

Included in the base budget is maintenance of FY 05-06 service levels at all branches, a \$250,000 increase to the operating reserve and an increase in the book and library material budget.

Budget Summary

Plan for Support of the County's Strategic Priorities:

The Orange County Public Library will continue to work with the Library Advisory Board to provide and develop services responsive to the communities we serve. Staff will continue to implement and refine the organizational measurement program (ROG) and the employee pay for performance program (PIP). In line with the Strategic Plan, the Library will continue to operate solely through dedicated Library Fund revenue sources, maintaining a Net County Cost of zero.

Approved Budget Augmentations and Related Performance Results:

Unit Amount	Description	Performance Plan	BRASS Ser.
Add 1 Library Assistant to Meet Increased Cataloging Demand Amount:\$ 0	Cataloging/processing of new materials, gift titles, digitizing historical images/documents	Provide public with more and varied access to information, books and new materials	4735

Final Budget History:

Sources and Uses	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual Exp/Rev	Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget	Actual Amount	Percent
Total Positions	421	430	430	431	1	0.23
Total Revenues	31,635,645	35,439,863	35,650,645	37,243,457	1,592,812	4.47
Total Requirements	30,764,617	35,439,863	33,778,529	37,243,457	3,464,928	10.26
Balance	871,028	0	1,872,116	0	(1,872,116)	-100.00

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2005-06 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: Public Library in the Appendix on page A113

Highlights of Key Trends:

- Utilization of services and resources by the public continue to increase. Circulation count of items borrowed from the Library is expected to set an all time high record of some seven million items borrowed in FY 05-06. An increase of two percent is expected for FY 06-07.
- Access to Library collection, databases and services from remote locations via the Library website are increasing significantly, as more functionality is added to the site; an expected increase of twenty percent for FY 05-06 and another ten percent for FY 06-07.

Budget Units Under Agency Control:

No.	Agency Name	Administration & Facilities	Information Systems	Bibliographic Services	Fiscal & Purchasing Svcs	Human Resources	Program Services	Regional Services	County Librarian	Total
119	Public Library - Capital	10,189,740	0	0	0	0	0	0	0	10,189,740
120	Public Library	7,606,616	1,564,842	6,086,146	1,256,143	332,057	1,017,087	18,593,176	787,390	37,243,457
	Total	17,796,356	1,564,842	6,086,146	1,256,143	332,057	1,017,087	18,593,176	787,390	47,433,197

120 - Public Library

Summary of Final Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006		FY 2005-2006		Change from FY 2005-2006	
		Budget		Actual Exp/Rev ⁽¹⁾			Actual	
	Actual Exp/Rev	As of 6/30/06	As of 6/30/06	Final Budget	Amount	Percent		
Taxes	\$ 28,497,860	\$ 30,911,905	\$ 31,336,436	\$ 33,159,171	\$ 1,822,735	5.82%		
Fines, Forfeitures & Penalties	6,129	8,043	8,531	6,500	(2,031)	-23.81		
Revenue from Use of Money and Property	131,071	103,915	235,347	124,800	(110,547)	-46.97		
Intergovernmental Revenues	1,587,838	1,479,735	1,536,118	1,428,009	(108,109)	-7.04		
Charges For Services	1,184,192	1,209,435	1,157,279	1,187,604	30,325	2.62		
Miscellaneous Revenues	348,072	327,047	339,394	317,291	(22,103)	-6.51		
Other Financing Sources	0	528,755	528,754	25,000	(503,754)	-95.27		
Total FBA	(24,726)	871,028	871,028	995,082	124,054	14.24		
Reserve For Encumbrances	(94,791)	0	(362,242)	0	362,242	-100.00		
Total Revenues	31,635,645	35,439,863	35,650,645	37,243,457	1,592,812	4.47		
Salaries & Benefits	22,573,742	23,528,387	23,389,339	24,511,884	1,122,545	4.80		
Services & Supplies	7,527,005	9,386,330	7,872,529	10,656,200	2,783,671	35.36		
Services & Supplies Reimbursements	(141,149)	(117,142)	(117,142)	(106,412)	10,730	-9.16		
Other Charges	655,019	725,685	725,335	518,185	(207,150)	-28.56		
Fixed Assets	0	44,139	36,005	38,600	2,595	7.21		
Other Financing Uses	150,000	1,872,464	1,872,464	1,375,000	(497,464)	-26.57		
Reserves	0	0	0	250,000	250,000	0.00		
Total Requirements	30,764,617	35,439,863	33,778,529	37,243,457	3,464,928	10.26		
Balance	\$ 871,028	\$ 0	\$ 1,872,116	\$ 0	\$ (1,872,116)	-100.00%		

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2005-06 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Final Budget Summary of Administration & Facilities:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006	FY 2005-2006	Change from FY 2005-2006	
		Budget	Actual Exp/Rev ⁽¹⁾	FY 2006-2007	Actual	
	Actual Exp/Rev	As of 6/30/06	As of 6/30/06	Final Budget	Amount	Percent
Revenue from Use of Money and Property	\$ 26,201	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Charges For Services	283	0	1,442	0	(1,442)	-100.00
Total Revenues	26,485	0	1,442	0	(1,442)	-100.00
Salaries & Benefits	1,469,721	1,544,409	1,608,776	1,622,727	13,951	0.87
Services & Supplies	3,452,758	4,270,930	3,471,677	4,163,116	691,439	19.92
Services & Supplies Reimbursements	(141,149)	(117,142)	(117,142)	(106,412)	10,730	-9.16
Other Charges	651,945	721,660	721,310	513,585	(207,725)	-28.80

Final Budget Summary of Administration & Facilities:

Revenues/Appropriations	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual Exp/Rev	Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget	Actual Amount	Percent
Fixed Assets	0	20,139	21,871	38,600	16,729	76.49
Other Financing Uses	150,000	1,872,464	1,872,464	1,375,000	(497,464)	-26.57
Total Requirements	5,583,275	8,312,460	7,578,957	7,606,616	27,659	0.36
Balance	\$ (5,556,790)	\$ (8,312,460)	\$ (7,577,515)	\$ (7,606,616)	\$ (29,101)	0.38%

Final Budget Summary of Information Systems:

Revenues/Appropriations	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual Exp/Rev	Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget	Actual Amount	Percent
Salaries & Benefits	\$ 785,802	\$ 772,317	\$ 778,084	\$ 788,609	\$ 10,525	1.35%
Services & Supplies	211,462	261,318	287,165	776,233	489,068	170.31
Fixed Assets	0	15,000	0	0	0	0.00
Total Requirements	997,264	1,048,635	1,065,249	1,564,842	499,593	46.90
Balance	\$ (997,264)	\$ (1,048,635)	\$ (1,065,249)	\$ (1,564,842)	\$ (499,593)	46.90%

Final Budget Summary of Bibliographic Services:

Revenues/Appropriations	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual Exp/Rev	Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget	Actual Amount	Percent
Charges For Services	\$ (20)	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Total Revenues	(20)	0	0	0	0	0.00
Salaries & Benefits	1,954,913	2,091,156	2,107,684	2,250,993	143,309	6.80
Services & Supplies	2,143,148	2,930,689	2,371,433	3,835,153	1,463,720	61.72
Fixed Assets	0	0	14,134	0	(14,134)	-100.00
Total Requirements	4,098,061	5,021,845	4,493,251	6,086,146	1,592,895	35.45
Balance	\$ (4,098,081)	\$ (5,021,845)	\$ (4,493,251)	\$ (6,086,146)	\$ (1,592,895)	35.45%

Final Budget Summary of Fiscal & Purchasing Svcs:

Revenues/Appropriations	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual Exp/Rev	Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget	Actual Amount	Percent
Salaries & Benefits	\$ 1,054,862	\$ 1,115,952	\$ 1,076,789	\$ 1,180,483	\$ 103,694	9.63%
Services & Supplies	72,462	99,810	45,095	75,660	30,565	67.78
Total Requirements	1,127,324	1,215,762	1,121,883	1,256,143	134,260	11.97
Balance	\$ (1,127,324)	\$ (1,215,762)	\$ (1,121,883)	\$ (1,256,143)	\$ (134,260)	11.97%

Final Budget Summary of Human Resources:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006		FY 2006-2007		Change from FY 2005-2006	
	Actual Exp/Rev		Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget		Actual Amount	Percent
Salaries & Benefits	\$ 320,565	\$	308,742	\$ 297,941	\$ 319,621	\$	21,680	7.28%
Services & Supplies	6,107		37,048	25,866	12,436		(13,430)	-51.92
Total Requirements	326,672		345,790	323,807	332,057		8,250	2.55
Balance	\$ (326,672)	\$	(345,790)	\$ (323,807)	\$ (332,057)	\$	(8,250)	2.55%

Final Budget Summary of Program Services:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006		FY 2006-2007		Change from FY 2005-2006	
	Actual Exp/Rev		Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget		Actual Amount	Percent
Miscellaneous Revenues	\$ 705	\$	0	\$ 17	\$ 0	\$	(17)	-100.00%
Total Revenues	705		0	17	0		(17)	-100.00
Salaries & Benefits	664,316		753,993	737,720	797,322		59,602	8.08
Services & Supplies	266,847		297,266	252,273	219,765		(32,508)	-12.89
Total Requirements	931,163		1,051,259	989,992	1,017,087		27,095	2.74
Balance	\$ (930,458)	\$	(1,051,259)	\$ (989,976)	\$ (1,017,087)	\$	(27,111)	2.74%

Final Budget Summary of Regional Services:

Revenues/Appropriations	FY 2004-2005		FY 2005-2006		FY 2006-2007		Change from FY 2005-2006	
	Actual Exp/Rev		Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06	Final Budget		Actual Amount	Percent
Revenue from Use of Money and Property	\$ 7,277	\$	0	\$ 19,517	\$ 0	\$	(19,517)	-100.00%
Charges For Services	1,166,196		0	1,144,616	0		(1,144,616)	-100.00
Miscellaneous Revenues	298,635		0	237,912	0		(237,912)	-100.00
Total Revenues	1,472,108		0	1,402,045	0		(1,402,045)	-100.00
Salaries & Benefits	15,982,519		16,578,854	16,508,413	17,165,623		657,210	3.98
Services & Supplies	1,357,488		1,390,750	1,402,147	1,422,953		20,806	1.48
Other Charges	3,075		4,025	4,024	4,600		576	14.30
Fixed Assets	0		9,000	0	0		0	0.00
Total Requirements	17,343,082		17,982,629	17,914,585	18,593,176		678,591	3.79
Balance	\$ (15,870,973)	\$	(17,982,629)	\$ (16,512,540)	\$ (18,593,176)	\$	(2,080,636)	12.60%

Final Budget Summary of County Librarian:

Revenues/Appropriations	FY 2004-2005	FY 2005-2006	FY 2005-2006	FY 2006-2007	Change from FY 2005-2006	
	Actual Exp/Rev	Budget As of 6/30/06	Actual Exp/Rev ⁽¹⁾ As of 6/30/06		Actual Amount	Percent
Taxes	\$ 28,497,860	\$ 30,911,905	\$ 31,336,436	\$ 33,159,171	\$ 1,822,735	5.82%
Fines, Forfeitures & Penalties	6,129	8,043	8,531	6,500	(2,031)	-23.81
Revenue from Use of Money and Property	97,592	103,915	215,830	124,800	(91,030)	-42.18
Intergovernmental Revenues	1,587,838	1,479,735	1,536,118	1,428,009	(108,109)	-7.04
Charges For Services	17,733	1,209,435	11,220	1,187,604	1,176,384	10,484.35
Miscellaneous Revenues	48,732	327,047	101,464	317,291	215,827	212.71
Other Financing Sources	0	528,755	528,754	25,000	(503,754)	-95.27
Total FBA	(24,726)	871,028	871,028	995,082	124,054	14.24
Reserve For Encumbrances	(94,791)	0	(362,242)	0	362,242	-100.00
Total Revenues	30,136,366	35,439,863	34,247,141	37,243,457	2,996,316	8.75
Salaries & Benefits	341,043	362,964	273,932	386,506	112,574	41.10
Services & Supplies	16,733	98,519	16,874	150,884	134,010	794.18
Reserves	0	0	0	250,000	250,000	0.00
Total Requirements	357,777	461,483	290,806	787,390	496,584	170.76
Balance	\$ 29,778,590	\$ 34,978,380	\$ 33,956,336	\$ 36,456,067	\$ 2,499,732	7.36%